

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Assistant Clubhouse Manager

Revision Date: 06/17
EEO Category: Paraprofessional
Status: Non-Exempt
Control No: 30872

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Golf Division Manager and the Clubhouse Manager, responsible for promoting the game of golf through an operational structure that provides for a first class golf experience at the River Oaks Golf Course. Key responsibilities include managing North Range operations, assisting Clubhouse Manager with tournament and pro shop duties, handling cash, scheduling and managing work shifts, running the day to day operation of the course and coordinating with Recreation and Alta Canyon on programming.

III. Essential Duties:

- Supervise and schedule North Range personnel and volunteers.
- Register guests and charge appropriate rates.
- Manage the North Range within policy and budget guidelines.
- Assist in the preparation of budgets, including forecasting and reviewing of North Range revenue and expenses on a daily, weekly, monthly and annual basis.
- Coordinate purchasing in compliance with City code, including soliciting and receiving bids.
- Maintain close working relationship with Clubhouse Manager, Superintendent and other division/department employees.
- Introduce new players to River Oaks Golf Course through Junior Golf Camps, Recreation Programs, etc.
- Responsible for enforcing golf and course rules.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Coordinate working schedule with Director of Golf and Clubhouse Manager to spend the appropriate amount of time at the Clubhouse and North Range.
- Assist with recruiting, hiring, training and supervising of regular and seasonal staff including teaching professionals, outside assistants, starters, rangers and volunteers.
- Assist with cash and system controls to ensure the safekeeping of assets, inventory and resources.
- Assist in tournament programs.
- Assist in clubhouse operations.
- Assist with the reservation system, starting and monitoring of play.
- Assist in the supervision and scheduling of golf shop personnel, course hosts, volunteers and marshals.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent required.

Experience: Requires a minimum of 2 years experience in golf operations, range operations and clubhouse sales and golf instruction.

Certificates/Licenses: Preference given to applicants who are current "Class A" members of the Professional Golf Association. Proof required at the time of application. Must possess a valid Utah Driver's License.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, money, tools, etc. Staffing and personnel supervision of north range and golf operations at the clubhouse including range balls, carts, bag room, locker room, tournaments and merchandising. Direct responsibility for seasonal employees and/or volunteers.

Communication Skills: Work and communicate effectively verbally and in writing. Ability to furnish and obtain information from staff; contact with others requiring tact and judgment to avoid friction; frequent contact with the public; inform department employees about events, policy changes and other department related programs.

Tool, Machine, Equipment Operation: Regular use of office equipment including telephone, computer, copier, fax machine, and calculator; regular use of golf equipment and vehicles.

Knowledge of: Principles of budgeting; goals and objectives of golf course operations and clubhouse management; CPR, blood borne pathogens, MSDS and OSHA requirements; ADA laws; facility management; correct English usage, spelling and vocabulary; training and staff development in golf operations; teaching and customer service; familiarity with general personnel law, practices and management, including safety procedures and risk management; and effective working relationships with employees and citizens.

Analytical Ability: Organize, delegate and establish meaningful goals, establish effective working relationships with other employees; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision; requires a well developed sense of strategy and timing.

V. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles equipment, objects or controls. Moderate physical exertion is present because of moderate stooping, kneeling and walking. Employee will sit or stand for long periods of time and may move up to 50 pounds.

Work Environment: Employee will work in a generally comfortable setting with some field work in supervising staff and programs. The noise level in the work environment is usually minimal. Job requires great mental effort and mental pressure and fatigue during an average work day; constant exposure to deadlines and evening/weekend and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts. Exposure to heat, cold, and wet/humid conditions.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated description superseded prior descriptions for the same position. Management reserved the right to add or change duties at any time.

Department Approval:_____ Date:_____

Human Resources Dept. Approval:_____ Date:_____